



## District 17 Application Checklist

### ••• APPLICATION CHECKLIST UPDATED FOR ROUND 33

- Application for Financial Assistance available on OPWC website.
- Certified copy of the legislation by the governing body of the applicant.
- Certification from the applicant's Chief Financial Officer listing all local share funds budgeted, the source of the funds, and the date they are anticipated to be available.
- A registered professional engineer's estimate of the project's useful life. (Weighted useful life required for projects involving more than one type of infrastructure)
- Detailed cost estimate with both construction and engineering costs (if applicable) and engineer's original signature and seal. This should also show in-kind costs.
- Engineer Project Status Certification to be completed by an engineer only
- An updated Capital Improvement Report (CIR) Summary and 5-Year Plan.
- NA** Water & sewer rates for all water & sewer projects (based on 4500 gallons per month). Include copy of ordinances that establish rates.
- 10 Item Narrative Form. Missing information could result in loss of valuable points. (Required by District 17) **1. Number of beneficiaries for water/sewer projects or traffic count for roads/bridges. 2. Age of last improvement and condition of the infrastructure.**
- Map showing project location

### ITEMS THAT ARE TO BE INCLUDED, IF APPLICABLE, TO THIS PROJECT:

- If "in-kind" is shown in budget, you must include a summary page showing the calculation of labor, materials, and equipment costs (ODOT rates). Materials purchased by a government entity are subject to MBE requirements. (In-kind should also be shown on the engineer's cost estimate.)
- Photos, as appropriate
- NA** A copy of the multi-jurisdictional cooperation agreement if more than one entity is involved in the project
- NA** Farmland Preservation Narrative written by County or Regional Planning Commission, not the applicant's planning commission or engineer. Usually for "new" projects only.
- Floodplain Permit, if required
- Funding Commitment Letters from agencies assisting with match funds, such as CDBG, OWDA, EPA, etc.